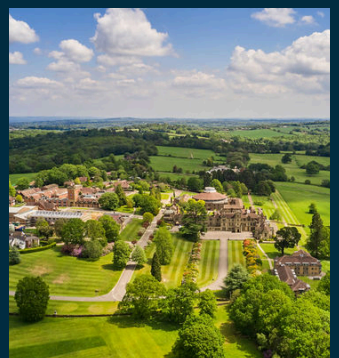
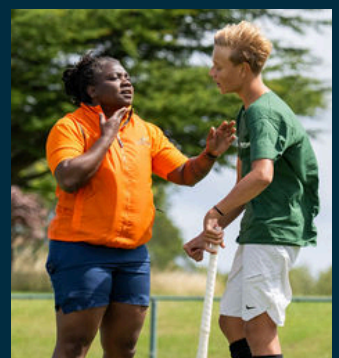


# exportise

SUMMER SCHOOLS

Recruitment Guidance

# ACADEMY HEAD COACH



**JOIN  
TEAM  
ORANGE**

# TEAM ORANGE

For over 35 years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange**" way, the heart of our summer school magic. Our **goal** is crystal clear—to provide every young person—regardless of their talent levels—with language skills and overall confidence in their own abilities, fostering the self-belief needed to fulfil their potential. **We're a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to be recognised as THE BRAND for an outstanding, progressive and complete summer school educational experience that creates lifelong memories and is built around:

- excellent English language learning
- top-class sports coaching
- varied and memorable social programme
- supported throughout by exceptional levels of customer service.

We are immensely proud that **a large majority of our staff returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on **Team Orange** is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



**JOIN  
TEAM  
ORANGE**

# 2024 KEY INFORMATION: ACADEMY HEAD COACH

## KEY JOB PURPOSE

To develop and implement a comprehensive and successful coaching programme within a safe, secure, and inclusive environment

## REPORTING TO

Centre Manager

## SALARY

From £645 per week  
(including holiday pay)

## LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

## WORKING HOURS

Typically 8:45- 17:45 per day  
Monday-Friday plus Welcome Meeting on Sunday evening

## TIME OFF

Weekends (except Welcome Meeting on Sunday evening)

## SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

## OUR SCHOOLS

### 1. Clayesmore School

Dorset DT11 8LL

### 2. Oundle School

Peterborough PE8 4GH

### 3. Seaford College

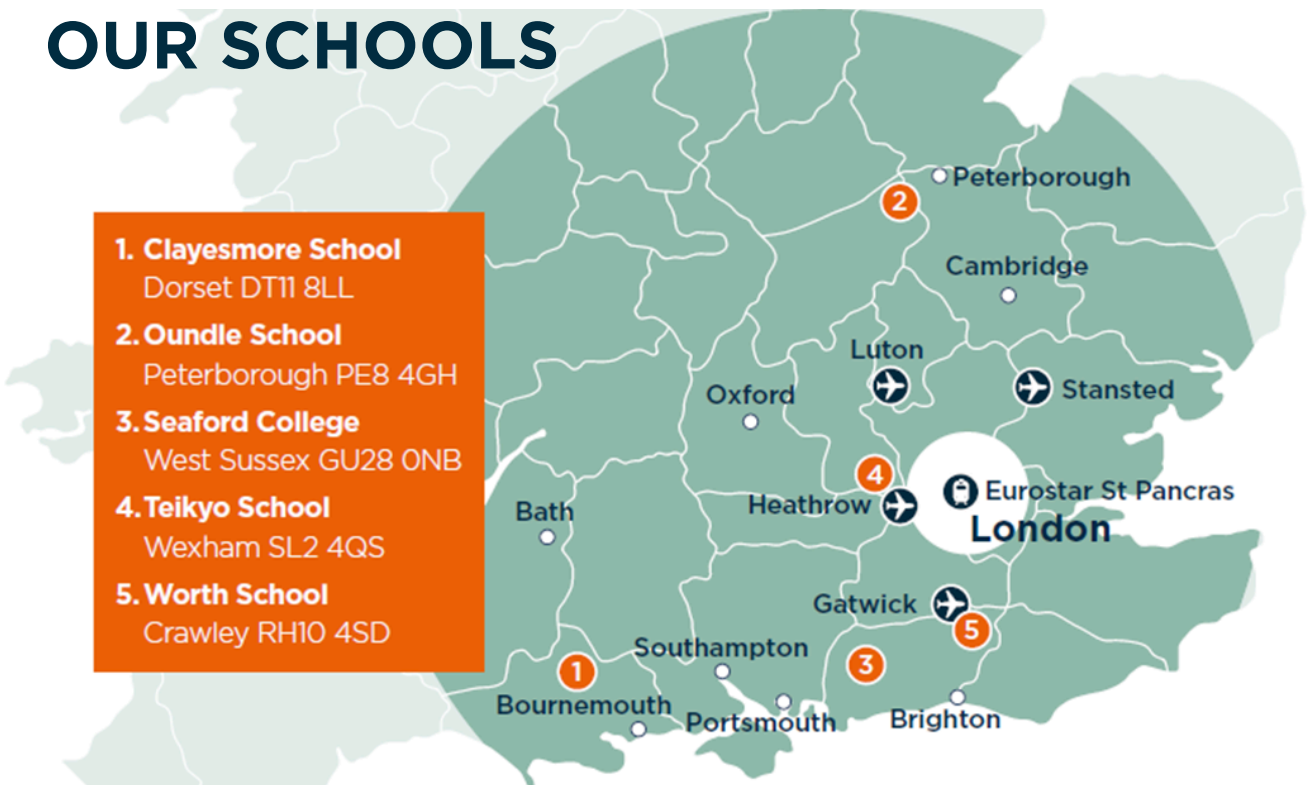
West Sussex GU28 0NB

### 4. Teikyo School

Wexham SL2 4QS

### 5. Worth School

Crawley RH10 4SD



# OVERVIEW

Academy Head Coaches are responsible for developing and implementing a comprehensive and successful coaching programme whilst ensuring players' safety, well-being and enjoyment during coaching sessions. Head Coaches will lead, guide and support a team of Coaches and Assistant Coaches to make sure sessions are varied and tailored to meet the learning needs and goals of the students. Academy Head Coaches will work closely with the Senior Management Team to guarantee the seamless operation of the summer school.

Our top priority is the safety of children and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining professional boundaries and contributing to a positive summer school environment.

## ACCOUNTABILITIES

- To understand how the Exsportise activity programmes work and to ensure that all coaching, processes and paperwork meet Company standards at all times. The Exsportise activity programmes are: General English Language Plus One Specialist Academy, Two Academy Camp and One Academy Camp (only available for Arsenal Football Development, Golf, Hockey and Tennis).
- To carry out coaching responsibilities in the mornings and afternoons and ensure that registers are correct and all students are present.
- To lead a team of Coaches and Assistant Coaches and to provide the necessary guidance and support to ensure they are coaching at an acceptable high level. This includes ensuring sessions are delivered with appropriate speed and in clear and concise English for students to continue learning English outside of the classroom (the Director of Studies can provide guidance).
- To prepare for each session and maintain session plans, which the Centre Manager may ask for at any time. Session content is not pre-set by the Company in order to suit staff experience and knowledge. Sessions should be progressive and tailored to meet the learning needs and goals of the students.
- To continuously review appropriate risk assessments and ensure sessions are carried out with the safety of students and staff in mind

- To take responsibility for all students' safety, welfare, and behaviour, including discipline, during the activity programme time.
- To assess all coaches and provide constructive feedback.
- To assess students' standards and place them into groups according to their ability.
- To deal calmly and efficiently with any queries or problems that staff, students, parents, or agents may have about the coaching.
- To ensure written reports are being produced for each student at the end of each week and to carry out an end-of-week presentation of Awards
- To ensure all activity equipment is kept in good condition, is stored away safely after each session and end-of-summer inventory is created.

## ADDITIONAL DUTIES

- To carry out mealtime supervision at least once a week, as directed by the Centre Manager.
- To be on-site on Sundays for the Welcome Meeting, where all senior staff are introduced to the students and activity registers may be checked.
- To attend daily staff meetings
- To follow guidelines outlined in the Staff Handbook and as explained by the Centre Manager.
- To help set up / pack up camp as required
- To carry out any other reasonable duties



# PERSONAL SPECIFICATIONS

## REQUIRED

- Appropriate coaching qualification in your chosen activity (i.e. Level 2 or above coaching qualification for sports, PGA Professional status for golf, dance degree/ diploma and teaching experience for dance) or vastly high achiever in your chosen activity
- Highly organised and responsible character with excellent time management skills
- Strong leadership skills, be able to manage, develop and motivate a team of coaches and able to set high standards
- Able to deal well with pressure and to multi-task
- Enthusiastic and friendly
- Excellent communication skills with people of all levels
- Flexible and adaptable approach to working hours

## OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

# WORKING CONDITIONS

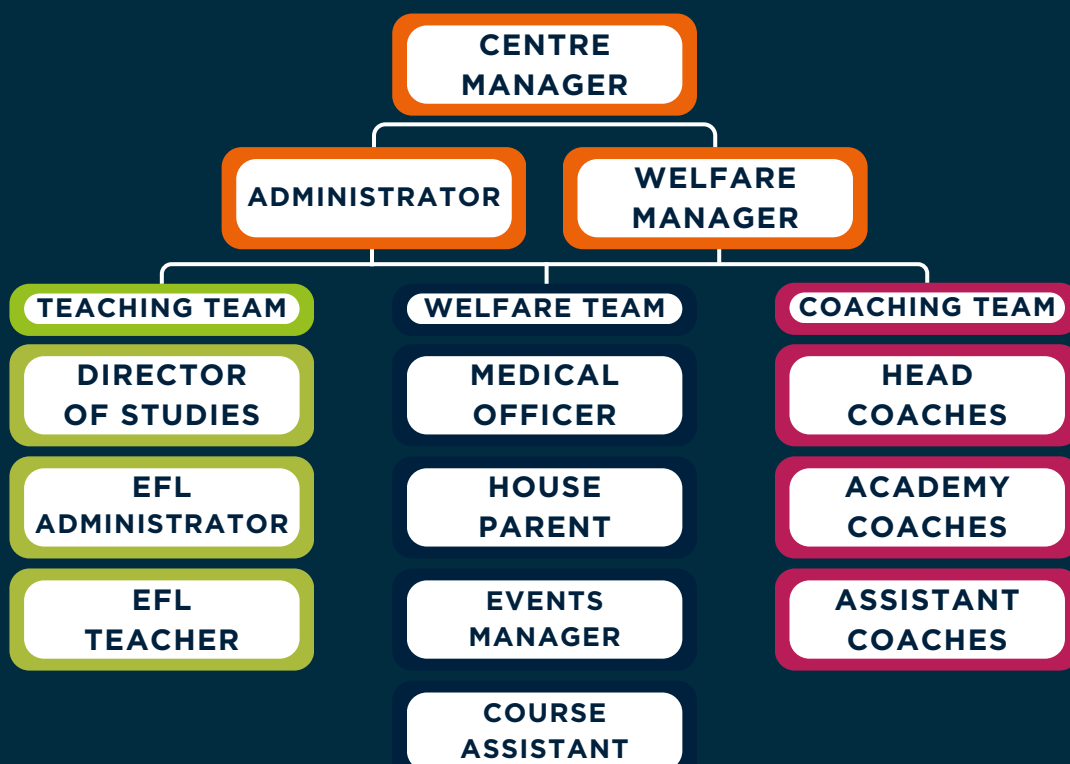
- You are entitled to weekends off with the exception of attending the students' Welcome Meeting on Sunday evening (usually 19:30 - 20:30)
- You will be provided on-site accommodation, usually in single rooms with shared bathroom facilities.
- 3 buffet-style meals are provided by the schools' catering departments, and, by prior arrangement, most special dietary requirements can be catered for.
- As part of the onboarding process, you will be asked to attend an online meeting before our courses start.

## EARN, LEARN, GROW



- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata (incl. First Aid training)
- Work with international players
- Exchange ideas with like-minded coaches across a variety of sports
- Inspire others and be part of their coaching journey

## CAMP STRUCTURE



# SAMPLE WEEK

The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what an Academy Head Coach's daily routine may look like. Please note, this is a sample only, and may vary based on the requirements of the actual camp.

## MONDAY - FRIDAY





**For more information or to apply visit:  
[www.exsportise.co.uk/summer-jobs](http://www.exsportise.co.uk/summer-jobs)**



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**2023-2024**

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